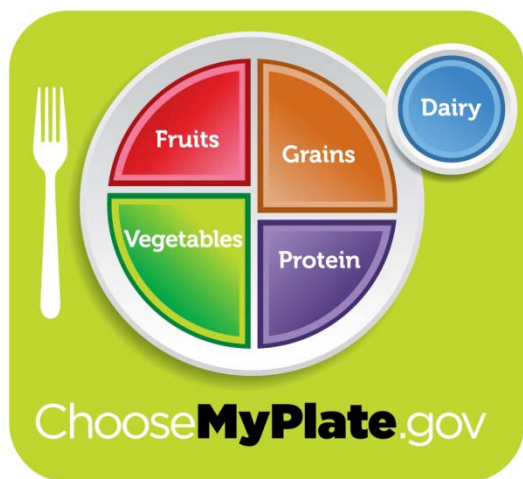


SCHOOL FOOD SERVICE MANAGER ESSENTIALS



AN OVERVIEW OF SCHOOL MEALS

The Office of Public Instruction School Nutrition Programs administers the following U.S. Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program
- Special Milk Program
- Summer Food Service Program (SFSP)
- USDA Foods Program (which includes the DoD Fresh Fruit and Vegetable Program)
- Fresh Fruit and Vegetable Program
- Montana Team Nutrition Program

The Office of Public Instruction also administers a statewide Cooperative Purchase Program that is available to help schools procure food at a reduced price per case.

Food served to children who participate in USDA programs must meet defined regulations. The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) has changed school nutrition program regulations to reinforce the most recent Dietary Guideline goals, which include:

Balancing Calories

- Enjoy your food, but eat less.
- Avoid oversized portions.

Foods to Increase

- Make half your plate fruits and vegetables.
- *Switch to fat-free or low-fat (1%) milk.*

Foods to Reduce

- Compare sodium in foods like soup, bread, and frozen meals – and choose the foods with lower numbers.
- *Drink water instead of sugary drinks.*

See a complete list of the Dietary Guidelines at <http://health.gov/dietaryguidelines/dga2010/DietaryGuidelines2010.pdf>

All schools in Montana will follow a food based menu plan for specific grade groups starting in the 2012-13 school year. The food based menu plan will give schools the opportunity to focus on

- Age-appropriate calorie limits
- A wider variety of vegetables (including dark green and red/orange vegetables and legumes)
- Larger servings of vegetables and fruits
- Fat-free or 1% milk
- More whole grains
- And less sodium



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Menu Planning

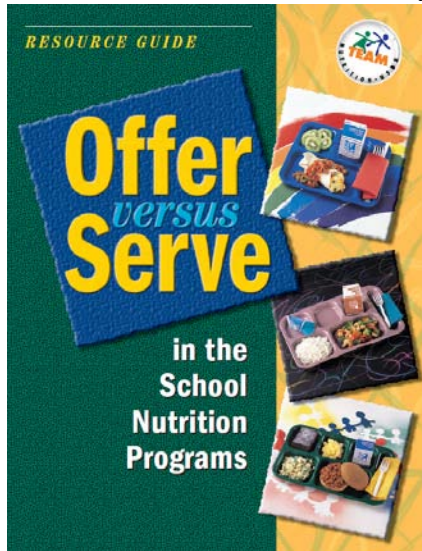
Food-Based Menu Planning:

This menu planning system focuses on five food groups: fruits, vegetables, grains, meat/meat alternate, and milk. This system requires food group components in the specific portion sizes for different grade groups. The portion sizes equal a specific amount of food per week by focusing on meeting daily minimums.

NEW Lunch Meal Pattern			
Component	Amount of Food Per Week (Daily Minimum)		
	Grades K-5	Grades 6-8	Grades 9-12
Fruits (cups)	2.5 (0.5)	2.5 (0.5)	5 (1)
Vegetables (cups)	3.75 (0.75)	3.75 (0.75)	5 (1)
Dark green	0.5	0.5	0.5
Red/Orange	0.75	0.75	1.25
Beans/Peas (Legumes)	0.5	0.5	0.5
Starchy	0.5	0.5	0.5
Other	0.5	0.5	0.75
Additional Vegetable to Reach Total	1	1	1.5
Grains(oz eq)* - half must be whole grain rich	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)*	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk(cups)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-Max Calories	550-650	600-700	750-850
Saturated Fat (%)	< 10	< 10	< 10
Sodium (mg) (SY 2013-14)	≤ 1230	≤ 1360	≤ 1420
Trans Fat	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.		
* Grain and Meat/meat Alternate now have minimums AND maximums			

Offer Versus Serve (OVS): Offer versus serve gives students the option to decline up to 2 of the 5 menu components offered in a school lunch. **Offer Versus Serve is required for grades 9-12** and optional for lower grade levels (grades K-5 and 6-8) at lunch. If a K-8 school is NOT using offer versus serve, students must take all of the meal components to have a reimbursable meal.

Benefits of OVS: Less food waste, cost savings when preparing less food, increased customer satisfaction, and students eat better when they are allowed choices.



Schools must *offer* the minimum daily serving sizes of all 5 food components at lunch.

Students may decline two food items; however, students must take a fruit or vegetable. Students can opt to take a smaller portion of the fruit or vegetable.

Options include:

- ½ cup of fruit OR
- ½ cup of vegetable OR
- ¼ cup of fruit and a ¼ cup of vegetable to equal ½ cup total serving

With any of the above options, students will need to select two other components for the meal to be considered reimbursable.

Offer versus serve does not change meal prices. Students who select 3 components should be charged the same unit price as a student who selects 5 components.

http://www.fns.usda.gov/tn/resources/offer_v_serve.html

Production Records

The production record is **required** for every reimbursable meal served. This is your school's "receipt" that shows a reimbursable meal was served. Production records must be kept on file for three years plus the current year.

Production Record:

http://www.opi.mt.gov/pdf/SchoolFood/Forms/FS/NSLPProductionRecord_Option2.docx

Required Documentation

- ✓ Date
- ✓ Menu
- ✓ Check appropriate boxes: Breakfast or Lunch; Offer versus Serve
- ✓ Meal Counts Prepared and Served: Student Meals, Adult Meals and Total Meals Grades
- ✓ Planned Serving Size of each component: K-5, 6-8, 9-12
- ✓ Components
 - ✓ All five components need to be included for meal reimbursement
 - ✓ Record Vegetables by subgroups
 - ✓ Record a check by WG if grains meet whole grain requirements
- ✓ Food Temp: Temperatures must be taken and recorded at critical control points according to the school's HACCP plan prior to service.
- ✓ Total Food Planned and/or Recipe number

Optional Documentation

- ✓ Meal Start/End Time is useful for schools who also participate in the summer food service program
- ✓ Amount Over/Short: This will help you adjust food production the next time an item that was significantly over or short is on the menu.
- ✓ Notes/Price: It is recommended that menu costs be documented for cost control. It may also be helpful to make comments regarding events that may have affected the meal.

Receiving Records for Satellite Kitchens

Schools that deliver meals to a satellite kitchen must complete receiving records for each separate location which includes the amount of food sent. The receiving kitchen needs to record how much food was used. Temperature monitoring is required at both locations. Receiving records are available at:

<http://www.opi.mt.gov/pdf/SchoolFood/Forms/FS/12MayReceivingSchoolRecord.docx>

Standardized Recipes

A standardized recipe produces a consistent quality and yield each time procedures, equipment and ingredients are followed. Schools participating in the School Nutrition Programs are required to use and keep standardized recipes on file.

Requirements

Standardized recipes must include:

- | | |
|---|------------------------------|
| ✓ Recipe name and number | ✓ Serving size |
| ✓ Ingredients | ✓ Number of servings (yield) |
| ✓ Measure or weight of ingredients | ✓ Meal pattern components |
| ✓ Specific directions including baking temperature and time | |

Benefits of Standardized Recipes

- Saves time on paperwork. If your school has a standardized recipe for a food product, simply write the recipe name, serving size, and number on the production record. The serving size is the individual portion size of the whole recipe, not individual components. This only needs to be written once, even if a recipe includes more than one component.
- Ensures a consistent product and helps increase participation because customers know what to expect.

There are some great standardized recipes already developed and available for school foodservice use. To download the recipes, go to USDA's website

http://www.fns.usda.gov/tn/Resources/usda_recipes.html

A convenient standardized recipe form is located at

<http://www.opi.mt.gov/pdf/SchoolFood/Forms/FS/StandardRecipeForm.pdf>

Inventory

Physical Inventory: Schools are encouraged to conduct a physical inventory (where a staff person physically counts the food on the shelf) at least once a month. Commodities do not need to be kept separate on the inventory, but they **MUST** be included.

Perpetual Inventory: Schools have the option of using a perpetual inventory (an ongoing tally where food is added and subtracted as it enters and leaves the storeroom) in conjunction with the physical inventory.

Counting Meals

Meals must be counted at the Point of Service (POS). A *point of service* meal count is defined as a system of counting meals at a point in the food service operation where it can be accurately determined that a reimbursable meal has been served to an enrolled student.

Civil Rights

School foodservices must:

- Conduct an annual Civil Rights training with all front line staff & maintain documentation of completion.
<http://www.opi.mt.gov/pdf/schoolfood/Forms/CR/CRTraining.pdf>
<http://www.opi.mt.gov/pdf/schoolfood/Forms/CR/CRTrainDocForm.pdf>
- Display the “And Justice For All” poster where meal participants can read it.
<http://www.fns.usda.gov/cr/justice-translations/475C.pdf>
- Never withhold benefits or meals on the basis of race, color, national origin, sex, age, or disability.
- Provide meals for students with disabilities as described in the USDA’s *Accommodating Children with Special Dietary Needs*. For more information, go to
http://www.fns.usda.gov/cnd/guidance/special_dietary_needs.pdf
- Count meals in such a way as there is no overt identification of participants receiving free or reduced-price meals. In other words, only individuals who work directly with School Nutrition Programs and approval of benefits should know whether or not a student qualifies for free or reduced price meals. Confidentiality is the key to program success.

Sanitation and Food Safety

- Schools must be licensed through the Department of Public Health and Human Services, and pay a licensure fee each January to continue serving meals.
- Schools are required to have two sanitation inspections per year. If two inspections are not obtained, the school should write a letter to the sanitarian requesting an inspection.
<http://www.opi.mt.gov/pdf/schoolfood/haccp/requestinspection.pdf>
- Schools are required to post the most recent Food Service license and food sanitation inspection report for public view.
- Schools must have a Hazard Analysis and Critical Control Points food safety system which includes Standard Operating Procedures (SOPs) *for every part of the facility* in which food is stored, prepared or served. SOPs are only required for meals and snacks sponsored by Child Nutrition Programs. See <http://sop.nfsmi.org/HACCPBasedSOPs.php> for applicable SOPs.

Make Meal Time Pleasant & Help Children Eat Better

Meal time should be a pleasant experience. It is the time of day that children have to relax and visit with their friends while they enjoy a nutritious meal. Learn more about pleasant mealtimes by reviewing resources from Montana Team Nutrition.

Welcome to our Comfortable Cafeteria – Webinar from February 21, 2012

<http://connect.opi.mt.gov/p3y54v9hfgr/>

Comfortable Cafeteria Resources

http://www.opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/MTTeam.html#p7GPc1_7

Implement a “recess before lunch” policy. Allowing elementary children to play first and then eat their lunch is beneficial to students. Studies show that children consume food better and drink more milk. Teachers also report that cafeteria and playground behavior is improved (less discipline problems). For more information see:

http://www.opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/Wellness.html?gpm=1_2

To Find More Information

- The ***Food Buying Guide*** gives practical steps on how to plan, purchase and serve meals that follow USDA requirements. <http://www.fns.usda.gov/tn/resources/foodbuyingguide.html> A Food Buying Guide Calculator is also available at <http://fbg.nfsmi.org/>
- **Montana Lunchline:** This resource is a “must” for all food service managers. It allows all food service managers to communicate around the state and is a great way to network with other school foodservice managers. Contact Katie Bark by telephone at (406) 994-5641 or by e-mail kbark@mt.gov to sign up.
- The ***School Food Service Peer Consultant Network*** provides consultation services on a wide variety of food service management topics. Experienced school nutrition personnel offer free training, mentoring and technical assistance to other school nutrition staff in their region. For a listing of the current mentors available around the state, check out http://www.opi.mt.gov/pdf/SchoolFood/Resources/TN/09_10PeerTrainerDirectory.pdf
- Call **School Nutrition Programs** at the Office of Public Instruction at (406) 444-2501, or look online at www.opi.mt.gov/schoolfood/index.html. This Web site has blank forms, information, and links to resources like the USDA and Team Nutrition.
- For more information on USDA’s Child Nutrition Programs, go to www.fns.usda.gov.